

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. AID-16-03

OPEN TO: All Interested Candidates	OPENING DATE: March 11, 2016
TITLE: USAID Development Program Specialist (Gender)	CLOSING DATE: April 7, 2016
GRADE: FSN-10	AGENCY: USAID
POSITION NO: 80040-037	LOCATION: Islamabad
SALARY: Rs. 2,154,963/- P.A. (Starting salary)	

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID/Pakistan) is seeking an individual for the position of USAID Development Program Specialist (Gender) for the Office of Program Management (OPM) in Islamabad. The position is classified at the FSN-10 grade level. The starting salary for this position is Rs.2,154,963 per annum and the maximum salary is Rs. 3,998,103 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF DUTIES: The incumbent is a recognized gender professional, organizing and leading the Mission's Gender Unit within the Office of Program Management. The incumbent is the essential and main contact for the entire Mission for all gender related topics and issues. This position is a key position as it is the Office of Program Management's main point of contact for President Obama's Let Girls Learn Initiative. The Gender Specialist will advise Mission leadership, guide the Mission in meeting Agency compliance to address gender concerns, and promote gender equity in all Mission work. Success of these efforts will be assessed through Mission level compliance, clear understanding of gender challenges, and a greater focus on, gender equality with an emphasis on women and youth empowerment in Pakistan.

QUALIFICATION REQUIRED FOR FULL PERFORMANCE LEVEL:

EDUCATION: Successful completion of a University Degree (16 years of formal education) from an accredited institution in gender studies, women's studies, sociology, social work, international relations or international development is required.

EXPERIENCE: A minimum of five years of directly related professional experience in gender and development with Government, Non-Governmental Organizations (NGOs), the private sector, or other international or donor organization. Demonstrated work experience should include gender integration with regard to project design, implementation, performance monitoring, gender analysis and training.

LANGUAGE: Level IV (fluent) English language proficiency, speaking and writing, as well as written and spoken Urdu proficiency, is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: The incumbent will have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to gender, and to development programs in Pakistan and the region. S/he must have knowledge and understanding of the role of gender in the political, social, and cultural characteristics of Pakistan, to include: the political developmental problems, violence against women and girls, and development prospects and priorities for women and girls in Pakistan and the region. The incumbent should possess good working knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USG programming policies, regulations, procedures, and documentation. S/he will have knowledge and understanding of the organization and respective roles of the different branches of the Government of Pakistan (GOP) and provinces, in order to effectively collaborate with appropriate Pakistan Government representatives and to develop consensus on program/project strategy and implementation plans. The incumbent must have an in-depth knowledge of GOP institutions, policy directions,

objectives, and priorities relating to Development Assistance activities in the gender sector and a broad understanding of political, economic, social, and cultural characteristics and developments in Pakistan.

ABILITIES & SKILLS: The incumbent requires excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability. S/he must be able to obtain, analyze, and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound policy, programmatic, and financial decisions. This position requires the incumbent to have the ability to draft factual and interpretive memos, provide clear and well-supported recommendations, and objective information and advice. The incumbent will develop and maintain cordial, professional relationships in a team environment. Excellent verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior and mid-level USG and GOP officials. The incumbent will also maintain excellent collaborative working relationships with public and private organizations, such as Agency's primary technical contacts in the development area. Excellent verbal communication skills are also needed to explain and interpret host-country attitudes, priorities, and concerns to USG officials. The incumbent must have strong negotiation skills to work directly with appropriate Pakistani organizations, technical advisors, and institutional contractors. Computer skills may be tested during the recruitment process.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** educational qualifications as advertised in the vacancy announcement.
5. Current employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff) in [Word](#) or [PDF](#) document. **Applicants are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Candidate's experience acquired before/after joining US Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to applicant's qualifications could make the candidate ineligible for the position.** Applications should be forwarded only once either on the email: FSNIslamabad@usaid.gov or on the below mailing address. When submitting an application via email, the vacancy announcement number and the title of the position must be mentioned in the subject line. If the application is submitted by postal mail, applicants should clearly mark the position title and the vacancy announcement number on the envelope and should mail it to the following mailing address:

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete applications and/or application received after the closing date will not be considered. Only applications submitted on the prescribed application DS-174 Form and on the email/ mailing address given in the vacancy announcement will be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 7, 2016

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.